



GUIDELINES: ARTS PARTICIPATION INITIATIVE FOR WASHINGTON COMMUNITIES (FY 2006)

The mission of the Washington State Arts Commission is to cultivate a thriving environment for creative expression and appreciation of the arts for the benefit of all.

The Arts Participation Initiative (API) supports organizations providing local projects using successful models and systems that enhance arts participation in communities throughout Washington State. Through this initiative, the Washington State Arts Commission (WSAC) contracts with organizations that demonstrate a deep understanding and extensive experience with geographically isolated, economically disadvantaged, ethnic, and/or disabled communities. These contracts develop the public value of arts and culture projects and build the organization's capacity to work with underserved communities.

*The Art Participation Initiative invests in organizations whose **primary focus** is target communities that are geographically isolated, and/or predominantly composed of economically disadvantaged, ethnic and/or disabled populations. Members of these target populations should be included in planning, supporting, producing and attending the arts and culture projects.*

Partner organizations may receive funding for arts services and/or organizational stability including planning and staff costs. WSAC will separately provide funding for travel costs to meetings, technical assistance and leadership development opportunities (such as board and/or staff training, evaluation or documentation techniques).

*Grantees must commit **to involvement in a learning process** that includes one or two professional development gatherings with other participants in this initiative. These meetings are intended to cultivate arts leadership in Washington. Grantees are also expected to play leadership roles in documentation and evaluation of the projects and the initiative.*

BACKGROUND

The Arts Participation Initiative began three years ago when Washington State received a grant from the Wallace Foundation to enhance and assess arts participation. Funds from the National Endowment for the Arts (NEA) under the Challenge America Program will fund this initiative in fiscal year 2006.

The initiative uses a conceptual model of arts participation including efforts to deepen, broaden and diversify participants: visitor/audience members, artist/ producers and supporters/volunteers. Evaluation and documentation of these model projects expands and sustains the long-term impact of the projects locally and statewide.

POTENTIAL PROJECTS

Locally determined projects that increase arts participation in target communities may include:

- Traditional and contemporary arts festivals
- Concert series or theater productions
- Visual arts exhibitions
- Poetry or literary readings
- Preservation of cultural heritage
- Teaching and performing or displaying of folk arts by recognized masters
- Recording, publishing or broadcasts in the arts
- Film, video or technology-based arts
- Arts programs addressing needs of at-risk youth
- Community-wide improvement projects based on arts or cultural initiatives
- Organizational strengthening as defined by the organization

WE DO NOT FUND

- Projects that feature private events not open to the public
- Fundraising activities primarily benefiting the organization membership
- Capital expenses for building remodeling or construction
- Applicants previously funded under the Wallace Arts Participation Initiative
- Projects otherwise funded by Wallace Foundation or NEA Challenge America Funds

APPLICANT ELIGIBILITY

Applicants should be able to document the following:

1. A history of **significant arts or cultural programming** involving and serving geographically isolated, economically disadvantaged, ethnic and or disabled populations.
2. **Nonprofit incorporation status** in Washington State with 501(c)(3) determination or government or tribal agency or educational institution status.

SCHEDULE *(Note short timeline. Do not apply if you are not able to make these deadlines.)*

May 18, 2005	Guidelines and Application Available
June 17, 2005	Letter of Intent due <i>(one or two pages)</i>
June 28, 2005	Notice to Applicants invited to file final Application
July 25, 2005	Final Application due <i>(if advised to apply)</i>
August 1, 2005	Jury panel selection of projects for funding
August 3, 2005	Commission approval of panel recommendations

Projects are expected to run from approximately August 15, 2005 to June 30, 2006. Grants cover fiscal year 2006 (July 1, 2005 through June 30, 2006).

GRANT AMOUNTS

Project grant support will be about \$4,000 for one year. Applicants should write their proposed budget with up to \$4,000 designated as API income; awarded support may be less.

Please note that the grants will be disbursed semiannually to the organization, *they will be paid on a reimbursement basis **after** events have occurred and been paid for.* Grant budgets should include the cost to plan the project, prepare project reports and documentation of the project.

MATCHING RESOURCES

The applicant organization should show evidence of matching resources. The organization may use community volunteer involvement as in-kind services match, or a cash match may be derived from a variety of sources including admission ticket sales, individual or business donations, grants from other agencies or cash on hand.

APPLICATION REVIEW PROCESS

All applications will be reviewed using the following performance criteria:

1. **Identification and demographic profile of target community** and evidence of significant focus on, experience with, and inclusion of, target community as audience, artists, producers and supporters/advisors to the project.
2. **Benefit to the target community** including anticipated increase in participation in meaningful arts experiences, efforts to include participants of all ages and abilities, commitment to education of participants and/or development of stable resources for long-term community benefit.
3. **Artistic merit and/or cultural heritage significance** of proposed arts programming, events or services.
4. **Project feasibility** including clarity of project plan, management ability, evidence of financial and organizational stability over the grant period, readiness to participate in partner gatherings and project documentation.

A peer panel of experts in the field will screen Letters of Intent. Based on this screening, selected organizations will be invited to complete the final grant application.

The final application will be reviewed based on the information supplied in the narrative, budget, attachments such as resumes and representative artistic work samples if available and applicable.

The panel will review final applications and the recommended list of grantees will be forwarded for approval to the Washington State Arts Commission at its August 3, 2005 meeting. Grantees will receive written notification of the panel and Commission's approval. Contracts will be prepared and grantee programs may begin approximately August 15, 2005.

For further information contact Arts Project Manager Mayumi Tsutakawa at mayumit@arts.wa.gov or call 360-586-1266 or 206-720-3345.



**APPLICATION INSTRUCTIONS: ARTS PARTICIPATION INITIATIVE
FOR WASHINGTON COMMUNITIES (FY 2006)**

Please read accompanying guidelines before submitting an application to this project.
Take note of the short timeline; do not apply if you will not be able to make these deadlines.

FIRST STAGE: LETTER OF INTENT (DUE JUNE 17, 2005)

The Arts Participation Initiative Letter of Intent may be one or two pages typed or printed (11 or 12 pt. Times Roman, Ariel font or similar) on your organization's letterhead and include the name and title of organization leader, date, contact person, address, fax, email and website address if available. Please succinctly describe:

- 1. Brief organizational history and description** (include incorporation date, mission, current key projects).
- 2. Identification and demographic profile of target community** (who are the audiences, the artists/producers, the advisors/supporters of the project and what is your history with this target community).
- 3. Project description** (what will you do to increase participation in meaningful arts experiences in your target community over the grant period, who will be responsible and how will the target community participate).
- 4. Artistic merit and/or cultural heritage significance** of proposed arts programming, events or services.
- 5. Evidence of management capability and projected organizational and financial stability** over the grant period (include current annual budget summary and projected sources of income over the next year.)

Send the original letter and five copies (double-sided is preferable). Letter must be postmarked by United State Postal Service or other commercial delivery services, or received in office, by 5 p.m. on June 17, 2005. The mailing address is:

Arts Participation Initiative
Washington State Arts Commission
P.O. Box 42675
Olympia, Washington 98504-2675

The street address is 711 Capitol Way S, Suite 600 in Olympia. The office telephone number is 360-753-3860. TTY/TDD Relay is available via 1-800-833-6388 and Telebraille is available via 1-800-833-6385.

SECOND STAGE: FINAL APPLICATION (DUE JULY 25, 2005)

Organizations selected by the jury panel for the second stage will be notified, sent guidelines and an application form by June 28, 2005. For further information contact Arts Program Manager Mayumi Tsutakawa at mayumit@arts.wa.gov or call 360-586-1266 or 206-720-3345.